



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET
Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



REQUEST FOR ZONING VERIFICATION AND/OR CODE COMPLIANCE LETTER

Zoning Verification

Code Compliance

Property Code Class Change

Property Address: _____

Zoning District: _____ Tax Map #/#'s: _____

Proposed Use Current Use : _____

Lot Size (sq. ft.): _____ Lot Width(ft.): _____

For new construction or redevelopment, please provide the following information:

Front Setback (ft.): _____ Side Setback (ft.): _____ Rear Setback (ft.): _____

Redevelopment New construction footprint (sq. ft.) _____

Parking Spaces Currently Available: _____

Do you own other property(ies) in the City? If yes, list address(es) below*:

Name (print): _____

Phone Number: _____

Mailing Address: _____

Email Address: _____

I would like a response issued via: Email Physical Mail Both

Request must be accompanied by **\$50.00 per letter** via cash or check (made payable to the City of Rensselaer):

Signature of Applicant

Date

\$ _____
Amount Enclosed

Cash

Check

(Circle one)

Please allow the Planning and/or Building Department at least seven (7) days to provide a response.

*Please attach a page with property addresses if the space provided is insufficient.



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET
Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



REQUEST FOR SITE PLAN REVIEW AND/OR SPECIAL USE PERMIT APPROVAL UNDER CITY ZONING ORDINANCE

Request

See attached schedule of fees for cost of application. One request per application.

Site Plan Review: Preliminary Extension Renewal Amendment Minor

Special Use Permit:

Certificate of Appropriateness:

SEQR Review for Zoning Change or Other Independent Action:

Property Address: _____

Zoning District: _____ Tax Map #/#'s: _____

Applicant's Name (print): _____

Applicant's Phone Number: _____

Full Mailing Address: _____

Full Physical Address (if different from mailing): _____

Applicant's Email Address: _____

Is the applicant the property owner? Yes No

If you checked "No", please complete the section below with the property owner's contact information.

Owner's Name (print): _____

Owner's Phone Number: _____

Full Mailing Address: _____

Full Physical Address (if different from mailing): _____

Owner's Email Address: _____



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET
Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



Detailed description of proposed activity and use(s): _____

I also enclose a plot (site) plan and supporting information to demonstrate compliance with regulations applying to the use intended and the standards for site plan review and approval stated in Article VII or Special Use Permits stated in Article VI of the City Zoning Ordinance (Local Law #1, adopted 2012) as described under site plan details on page 5 of this application.

I am requesting a submittal waiver for the following: _____

Request must be accompanied by cash or check (made payable to the City of Rensselaer):

Signature of Applicant

Date

Signature of Owner (if applicant is not property owner)

Date

\$ _____
Amount Enclosed

Cash Check
(Circle one)



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET
Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



FOR PLANNING USE ONLY

Received by Planning Department

Date:

Notice of Complete

Date:

Notice of Incomplete

Date:

Public Notice

Date:

Referred to County

Date:

Action:

Public Hearings

Date:

Planning Commission Action

Date:

Action:

Applicant notified of Action on Site Plan

• Preliminary

Date:

• Final

Date:

• Extension

Date:

• Renewal

Date:

Notes:

Building and Zoning Administrator notified to issue building permit

Date:

Building and Zoning Administrator granted submittal waiver

Date:



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET
Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



ENVIRONMENTAL REVIEW

In compliance with the State Environmental Quality Review Act ("SEQRA"), the Applicant shall submit an environmental assessment form ("EAF") with its application. For those actions that meet the criteria in the SEQRA regulations (6 NYCRR §617.4) for "Type I" actions, the Applicant shall complete Part I of the full (long-form) EAF. For those actions that do not meet the Type I criteria (i.e., "Unlisted" actions), the Applicant may submit a short-form EAF.

SITE PLAN DETAILS

The application for preliminary site plan approval shall be accompanied by a site plan with information drawn from the following checklist as determined necessary by Planning and Development Agency Staff.

Incomplete applications will not be placed on the agenda. Two (2) full-scale copies and Eight (8) copies on letter (8.5"x11") or tabloid (11"x17") size paper as well as digital copies provided via email or USB flash drive are requested for each application.

Ideally, preliminary site plans should be prepared by a licensed architect, surveyor, or engineer. A survey and/or signed, stamped professional plans are always required to accompany the application for final site plan review - especially when the project involves new construction or significant additions.

Preliminary Site Plan Elements:

1. Title of drawing, including property address, name/ address of applicant, and name/ address of person responsible for preparation of such drawing (such as the professional architect, engineer, or surveyor);
2. North arrow, scale, and date;
3. Boundaries of the property, adjacent parcels, streets, and zoning setbacks plotted to scale;
4. Existing watercourses;
5. Grading and drainage plan, showing existing and proposed contours at an appropriate interval, to be specified by Planning and Development Agency staff;



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET

Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



6. Location, proposed use, and height of all buildings;
7. Location, design, and construction materials of all parking and loading areas, with access and egress drives thereto;
8. Provision for pedestrian access;
9. Location of outdoor storage, if any;
10. Location, design, and construction materials of all existing or proposed site improvements, including drains and culverts;
11. Description of the method of sewage disposal and location, design, and construction materials of such facilities;
12. Location of fire and other emergency zones, including the location of fire hydrants;
13. Location, design, and construction materials of all energy distribution facilities, including electrical, gas, and solar energy;
14. Location, size, design, and construction materials of all proposed signage;
15. Location and proposed development of all open spaces and buffer areas, including indication of existing vegetative cover;
16. Location and design of outdoor lighting facilities;
17. Designation of the amount of building area proposed for retail sales or similar commercial activity.
18. General landscaping plan and schedule; and
19. Other elements integral to the proposed development, as considered necessary by Planning and Development Agency staff, including identification of any State or County permits required for the project's execution.

PLANNING AND DEVELOPMENT SCHEDULE OF FEES AND VIOLATIONS		
Definitions for Planning Commission Fees		
Minor Site Plan	Less than 3,000 square feet; unless otherwise specified	
Major Site Plan	3,000 square feet or greater; unless otherwise specified	
Minor Subdivision	No more than four (4) lots not requiring public infrastructure	
Major Subdivision	Five (5) or more lots or any subdivision with public infrastructure	
Original Fee*	Does not apply to fees calculated before 6/3/2020, those calculated after this date will be consistent with new fee schedule	
Zoning Board of Appeals		
Use Variance	\$	200.00
Area Variance	\$	150.00
Interpretation	\$	100.00
Certificate of Appropriateness		
Residential	\$	100.00
Commercial	\$	250.00
Planning Commission		
Administrative Action and Business Permit		Per planning fees
Sketch Plan Conference	\$	350.00
Special Use Permit	\$	100.00
Preliminary Site Plan Review		
<i>Minor</i>	\$	350.00
<i>Major</i>	\$	750.00
<i>Per additional 1,000 square feet of new construction footprint</i>	\$	150.00
Final Site Plan Review OR Renewal		
<i>Minor</i>	\$	300.00
<i>Minor Renewal</i>		Original fee* for preliminary review
<i>Major</i>	\$	400.00
<i>Major Renewal</i>		Original fee* for preliminary review
Site Plan Amendment OR Extension		
<i>Minor</i>		½ of original fee*
<i>Major</i>		½ of original fee*
Minor Subdivision		
<i>Sketch plat approval</i>	\$	200.00
<i>Final plat approval</i>	\$	350.00
<i>Per proposed residential lot (including original)</i>	\$	150.00
<i>Per non-residential lot (including original)</i>	\$	250.00
Major Subdivision		
<i>Sketch plat approval</i>	\$	400.00
<i>Final plat approval</i>	\$	350.00
<i>Per proposed residential lot (including original)</i>	\$	150.00
<i>Per non-residential lot (including original)</i>	\$	250.00
SEQR Lead Agency Coordination	\$	100.00
Lot Line Adjustment	\$	200.00
SEQR EIS Review (Draft & Final)		Per engineering fees
Storm Water Pollution Prevention Plan Review		Per engineering fees
Planning Information and Data Services		
Certificate of Use	\$	50.00
<i>Annual Certificate of Use Renewal</i>	\$	25.00
<i>Failure to Renew Certificate of Use</i>	\$	75.00

Zoning Maps 8.5"x11" or 34"x44"		\$5/\$20
Other Mapping, Data or Information Services		Per Planning Fees
Long Form EAF Review	\$	100.00
Draft EIS Review	\$	500.00
Final EIS Review	\$	250.00
Zoning Code Challenge	\$	50.00
Zoning Compliance Letter/Flood Plain Letter	\$	50.00

Zoning Violations	
Citation	Penalty
First citation	No less than \$50
Second citation	Minimum \$100 per day
Third citation	Minimum \$200 per day
Each addition citation	Not to exceed \$300 increase in the previously assessed fine. Maximum monetary fine for each citation not to exceed \$2,500.



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET
Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



APPLICATION TO THE ZONING BOARD OF APPEALS

Request

See attached schedule of fees for cost of application. One request per application.

Area Variance Use Variance Zoning Interpretation

This application made on the _____ day of _____, 20____, is an appeal from the decision of the Planning Department's based on requirements set forth in the City of Rensselaer Zoning Ordinance. Included with this application is a site plan of the property with all structures indicated heron and a copy of the Planning Department's determination.

Property Address: _____

Zoning District: _____ **Tax Map #/#'s:** _____

Detailed description of proposed activity and use(s): _____

Why is a variance/interpretation/change required? Please refer to the relevant sections of the Zoning Ordinance.

Justification? You must address each criteria outlined in the attachments to this application. Please use an additional sheet if necessary.



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET

Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



Applicant's Name (print): _____

Applicant's Phone Number: _____

Full Mailing Address: _____

Full Physical Address (if different from mailing): _____

Applicant's Email Address: _____

Is the applicant the property owner? Yes No

If you checked "No", please complete the section below with the property owner's contact information.

Owner's Name (print): _____

Owner's Phone Number: _____

Full Mailing Address: _____

Full Physical Address (if different from mailing): _____

Owner's Email Address: _____

I hereby certify that all of the above statements and statements contained in all the exhibits transmitted herewith are true to the best of my knowledge.

Request must be accompanied by cash or check (made payable to the City of Rensselaer):

Signature of Applicant

Date

Signature of Owner (if applicant is not property owner)

Date

\$ _____
Amount Enclosed

Cash Check
(Circle one)



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET
Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



FOR PLANNING USE ONLY

Received by Planning Department

Date:

Notice of Complete

Date:

Notice of Incomplete

Date:

Public Notice

Date:

Referred to County

Date:

Action:

Public Hearings

Date:

Zoning Board Action/Decision

Date:

Action:

Applicant Notified of Zoning Board Action/Decision

• Use Variance Granted

Date:

• Use Variance Denied

Date:

• Area Variance Granted

Date:

• Area Variance Denied

Date:

• Interpretation

Date:

• Change

Date:

Notes:

Building and Zoning Administrator notified

Date:

PLANNING AND DEVELOPMENT SCHEDULE OF FEES AND VIOLATIONS		
Definitions for Planning Commission Fees		
Minor Site Plan	Less than 3,000 square feet; unless otherwise specified	
Major Site Plan	3,000 square feet or greater; unless otherwise specified	
Minor Subdivision	No more than four (4) lots not requiring public infrastructure	
Major Subdivision	Five (5) or more lots or any subdivision with public infrastructure	
Original Fee*	Does not apply to fees calculated before 6/3/2020, those calculated after this date will be consistent with new fee schedule	
Zoning Board of Appeals		
Use Variance	\$	200.00
Area Variance	\$	150.00
Interpretation	\$	100.00
Certificate of Appropriateness		
Residential	\$	100.00
Commercial	\$	250.00
Planning Commission		
Administrative Action and Business Permit		Per planning fees
Sketch Plan Conference	\$	350.00
Special Use Permit	\$	100.00
Preliminary Site Plan Review		
	<i>Minor</i>	\$ 350.00
	<i>Major</i>	\$ 750.00
<i>Per additional 1,000 square feet of new construction footprint</i>	\$	150.00
Final Site Plan Review OR Renewal		
	<i>Minor</i>	\$ 300.00
	<i>Minor Renewal</i>	Original fee* for preliminary review
	<i>Major</i>	\$ 400.00
	<i>Major Renewal</i>	Original fee* for preliminary review
Site Plan Amendment OR Extension		
	<i>Minor</i>	½ of original fee*
	<i>Major</i>	½ of original fee*
Minor Subdivision		
	<i>Sketch plat approval</i>	\$ 200.00
	<i>Final plat approval</i>	\$ 350.00
	<i>Per proposed residential lot (including original)</i>	\$ 150.00
	<i>Per non-residential lot (including original)</i>	\$ 250.00
Major Subdivision		
	<i>Sketch plat approval</i>	\$ 400.00
	<i>Final plat approval</i>	\$ 350.00
	<i>Per proposed residential lot (including original)</i>	\$ 150.00
	<i>Per non-residential lot (including original)</i>	\$ 250.00
SEQR Lead Agency Coordination	\$	100.00
Lot Line Adjustment	\$	200.00
SEQR EIS Review (Draft & Final)		Per engineering fees
Storm Water Pollution Prevention Plan Review		Per engineering fees
Planning Information and Data Services		
Certificate of Use	\$	50.00
	<i>Annual Certificate of Use Renewal</i>	\$ 25.00
	<i>Failure to Renew Certificate of Use</i>	\$ 75.00

Zoning Maps 8.5"x11" or 34"x44"		\$5/\$20
Other Mapping, Data or Information Services		Per Planning Fees
Long Form EAF Review	\$	100.00
Draft EIS Review	\$	500.00
Final EIS Review	\$	250.00
Zoning Code Challenge	\$	50.00
Zoning Compliance Letter/Flood Plain Letter	\$	50.00

Zoning Violations	
Citation	Penalty
First citation	No less than \$50
Second citation	Minimum \$100 per day
Third citation	Minimum \$200 per day
Each addition citation	Not to exceed \$300 increase in the previously assessed fine. Maximum monetary fine for each citation not to exceed \$2,500.



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET
Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

SECTION 1: GENERAL PROVISIONS (to be read and signed by APPLICANT):

1. No work may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until a Certificate of Compliance is issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state and federal regulatory requirements.
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. I, THE APPLICANT, CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE, TO THE BEST OF MY KNOWLEDGE, TRUE AND ACCURATE.

Applicant Signature

Date

Applicant Contact Information (name, company, mailing address, phone):

.....

.....

.....

SECTION 2: PROPOSED DEVELOPMENT (To be completed by APPLICANT)

	NAME	ADDRESS	TELEPHONE
APPLICANT			
BUILDER			
ENGINEER			
CONSULTANT			

PROJECT LOCATION:

To avoid delay in processing the application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach) and, outside urban areas, the distance to the nearest intersecting road or well-known landmark. A sketch attached to this application showing the project location would be helpful.

.....

.....

.....

DESCRIPTION OF WORK (Check all applicable boxes):

A. STRUCTURAL DEVELOPMENT

ACTIVITY

- New Structure
- Addition
- Alteration
- Relocation
- Demolition
- Replacement

STRUCTURE TYPE

- Residential (1-4 Family)
- Residential (More than 4 Family)
- Non-residential (Floodproofing? Yes)
- Combined Use (Residential & Commercial)
- Manufactured (Mobile) Home

ESTIMATED COST OF PROJECT:

\$

B. OTHER DEVELOPMENT ACTIVITIES:

- Fill Mining Drilling Grading
- Excavation (Except for Structural Development Checked Above)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work)
- Road, Street or Bridge Construction
- Subdivision (New or Expansion)
- Individual Water or Sewer System
- Other (Please Specify) _____

After completing SECTION 2, APPLICANT should submit form to Local Administrator for review.

SECTION 3: FLOODPLAIN DETERMINATION (To be completed by LOCAL ADMINISTRATOR)

The proposed development is located on FIRM Panel No. , Dated .

The Proposed Development:

- Is NOT located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).
- Is located in a Special Flood Hazard Area. FIRM zone designation is .
100-Year flood elevation at the site is Ft. NGVD (MSL) / Unavailable
- The proposed development is located in a floodway.
FBFM Panel No. Dated
- See Section 4 for additional instructions.

Local Administrator Signature

Date

SECTION 4: ADDITIONAL INFORMATION REQUIRED (To be completed by LOCAL ADMINISTRATOR)

The applicant must submit the documents checked below before the application can be processed:

- A site plan showing the location of all existing structures, water bodies, adjacent roads, lot dimensions and proposed development.
- Development plans, drawn to scale, and specifications, including where applicable, details for anchoring structures, proposed elevation of lowest floor (including basement), types of water resistant materials used below the first floor, details of floodproofing of utilities located below the first floor and details of enclosures below the first floor.
- Subdivision or other development plans (If the subdivision or other development exceeds 50 lots or 5 acres, whichever is the lesser, the applicant must provide 100-year flood elevations if they are not otherwise available).
- Plans showing the extent of watercourse relocation and/or landform alterations.
- Plans showing top of proposed new fill elevation in FT. NGVD (MSL).
- Plans showing proposed flood proofing protection level (non-residential only) in FT. NGVD (MSL). For flood proofed structures, applicant must attach certification from registered engineer or architect.
- Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the 100-year flood. A copy of all data and calculations supporting this finding must also be submitted.
- Other:

SECTION 5: DEVELOPMENT PERMIT DETERMINATION (To be completed by LOCAL ADMINISTRATOR)

I have determined that the proposed activity: **A.** Is / **B.** Is not in conformance with provisions of Local Law # 2 of 6/17/1987 and / or Special Use Permit Approved on _____ by the Planning Commission. The development permit is issued subject to the conditions attached to and made part of this permit.

Local Administrator Signature

Date

If BOX A is checked, the Local Administrator may issue a Demolition, Grading, or Building Permit upon payment of designated fee. If BOX B is checked, the Local Administrator will provide a written summary of deficiencies. Applicant may revise and resubmit an application to the Local Administrator or may request a hearing from the Board of Appeals.

APPEALS: Appealed to Board of Appeals? Yes No Hearing date: _____
 Appeals Board Decision --- Approved? Yes No

Conditions

SECTION 6: AS-BUILT ELEVATIONS (To be submitted by **APPLICANT** before Certificate of Compliance is issued)

The following information must be provided for project structures. This section must be completed by a registered professional engineer or a licensed land surveyor (or attach a certification to this application). Complete 1 or 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement (in Coastal High Hazard Areas / Zone V, bottom of lowest structural member of the lowest floor, excluding piling and columns) is: FT. NGVD (MSL).
2. Actual (As-Built) Elevation of floodproofing protection is: FT. NGVD (MSL).

NOTE: Any work performed prior to submittal of the above information is at the risk of the Applicant.

SECTION 7: COMPLIANCE ACTION (To be completed by **LOCAL ADMINISTRATOR**)

The **LOCAL ADMINISTRATOR** will conduct regular inspections to ensure compliance.

INSPECTIONS:

<input type="text"/>	<input type="text"/>	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO
DATE	BY	
<input type="text"/>	<input type="text"/>	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO
DATE	BY	
<input type="text"/>	<input type="text"/>	DEFICIENCIES? <input type="checkbox"/> YES <input type="checkbox"/> NO
DATE	BY	

SECTION 8: CERTIFICATE OF COMPLIANCE (To be completed by **LOCAL ADMINISTRATOR**)

Certificate of Compliance issued prior to granting of Certificate of Occupancy:

<input type="text"/>	<input type="text"/>
ISSUED BY	DATE

**CERTIFICATE OF COMPLIANCE
FOR DEVELOPMENT IN A SPECIAL FLOOD HAZARD AREA
(OWNER MUST RETAIN THIS CERTIFICATE)**

TO BE COMPLETED AND ISSUED PRIOR TO FINAL INSPECTION FOR A CERTIFICATE OF OCCUPANCY

SECTION A (To be completed by APPLICANT – sign either A.1 or A.2 not both)

PREMISES LOCATED AT

OWNER:

OWNER ADDRESS:

CHECK ONE: NEW BUILDING EXISTING BUILDING FILL OTHER: _____

1. I CERTIFY THAT I HAVE COMPLIED WITH THE REQUIREMENTS OF LOCAL LAW # 2 of 6/17/1987 (City Code Chapter 105), AND THE SPECIAL USE PERMIT APPROVED _____.

APPLICANT SIGNATURE

DATE

<OR>

2. I CERTIFY THAT I HAVE COMPLIED WITH THE REQUIREMENTS OF LOCAL LAW # 2 of 6/17/1987 (City Code Chapter 105), THE SPECIAL USE PERMIT APPROVED _____, AND THE AREA VARIANCE GRANTED _____.

APPLICANT SIGNATURE

DATE

SECTION B (To be completed by LOCAL ADMINISTRATOR)

This certifies based on a final site inspection that the above described floodplain development complies with requirements of Flood Damage Prevention Local Law Number 2 of 1987, or has a duly granted variance.

LOCAL ADMINISTRATOR SIGNATURE

PERMIT NO:

PERMIT DATE:



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET
Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



REQUEST FOR SUBDIVISION PLAT APPROVAL UNDER CITY OF RENSSELAER SUBDIVISION REGULATIONS

For the Proposed Subdivision:

Property Address: _____

Zoning District: _____ Tax Map #/#'s: _____

Name of Subdivision: _____

Number of Lots: _____

Easements or other restrictions on the property: _____

Homes of abutting owners and owners directly across street (including those in other municipalities): _____

Requested Exceptions. The Planning Commission is hereby requested to authorize the following exceptions to or waivers from the regulations governing subdivisions (attach list with reasons for each exception set forth in detail): _____



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET
Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



Licensed Land Surveyor or Engineer:

Name (print): _____

Full Mailing Address: _____

Telephone Number: _____

Subdivider's Name (print): _____

Subdivider's Phone Number: _____

Full Mailing Address: _____

Full Physical Address (if different from mailing): _____

Is the subdivider the property owner? Yes No

If you checked "No", please complete the section below with the property owner's contact information.

Owner's Name (print): _____

Owner's Phone Number: _____

Full Mailing Address: _____

Full Physical Address (if different from mailing): _____

Request must be accompanied by cash or check (made payable to the City of Rensselaer):

Signature of Applicant

Date

Signature of Owner (if applicant is not property owner)

Date

\$ _____
Amount Enclosed

Cash Check
(Circle one)



CITY OF RENSSELAER PLANNING AND DEVELOPMENT

CITY HALL, 62 WASHINGTON STREET
Planning (518) 462-4839 Building (518) 465-1693 Fax (518) 465-2031



FOR PLANNING USE ONLY

Received by Planning Department

Date:

Notice of Complete

Date:

Notice of Incomplete

Date:

Public Notice

Date:

Referred to County

Date:

Action:

Public Hearings

Date:

Planning Commission Action

Date:

Action:

Applicant notified of:

• Minor Review

Date:

• Major Review

Date:

• Preliminary Plat Approval

Date:

• Final Plat Received

Date:

• Final Plat Approved

Date:

• Final Plat Stamped

Date:

Notes: